

**EFFECTIVE**

September 1, 2020.

**Subject(s)**

The Michigan Department of Health and Human Services (MDHHS) requires supervisor approval for employees who volunteer for non-traditional work schedules that include telecommuting based on the guidelines in this policy. Approval must be conditioned on the managerial ability to monitor and maintain acceptable service levels.

Employees are not entitled to an alternative work schedule or to telecommute. Requests will be evaluated by management and will be approved or rejected based on operational needs and best practices as determined by management in its sole managerial discretion. Each request will be evaluated on a case by case basis.

Requests to telecommute may be approved for one or more days per week at the sole discretion of management. Employees are prohibited from telecommuting without the prior approval of management.

The telecommuter is responsible for having telephone and internet service at their approved telecommute site prior to engaging in any telecommuting related activities. Employees may be required to return to the worksite during any periods where services are interrupted. MDHHS is not responsible for any related expenses.

*Reason:* Policy clarification.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[APR 261](#)